

UNCLASSIFIED STATE 00018612  
VZCZCXRO5950  
RR RUEHAT  
DE RUEHC #8612/01 0350008  
ZNR UUUUU ZZH  
R 040003Z FEB 06  
FM SECSTATE WASHDC  
TO ALL DIPLOMATIC AND CONSULAR POSTS COLLECTIVE  
RUEHTRO/USLO TRIPOLI 6117  
BT  
UNCLAS SECTION 01 OF 02 STATE 018612

FROM THE DG FOR MANAGEMENT OFFICERS/CLO FOR AEFMS

E.O. 12958: N/A  
TAGS: AMGT, APER, KFLO  
SUBJECT: EP+: ENHANCEMENTS AND NEW US CITIZEN EFM SITE

STATE 00018612 001.2 OF 002

1. SUMMARY

-----  
We have made a series of major improvements to Employee Profile Plus (EP+). All Foreign and Civil Service employees should take this opportunity to review their EP+ profiles to make sure they remain accurate and complete. I urge employees who have not yet completed EP+ profiles to do so at this time. I am also announcing the creation of a new "EP+" internet site for US citizen Eligible Family Members of State Department employees. I hope that EFMs in this group will take the opportunity to register Family Member Profiles on the new site.

END SUMMARY

Employee Profile Plus (EP+) Enhancements

-----  
2. HR is making several major improvements to the EP+ program that now appear in HROnline. Foreign Service and Civil Service employees of the Department should take this occasion to review their EP+ profiles to take advantage of these improvements. A review is also needed to ensure that your profiles remain accurate and fully up to date.

3. Revised Competency Dictionary: We have given the competency dictionary a major overhaul. In doing so we have eliminated some entries in the former dictionary, while including many new ones along with expanded definitions.

4. Improved Organizations Menu: The Organizations component of EP+ now includes, for certain categories, a three-tier drop down menu. Users can now select from among a large list of individual organizations by name in the Intergovernmental, US Government, and NGO and related

categories. We have made this change in order to improve the accuracy of our searches for employees with organizational experience.

5. Certifications: A new feature in EP+ allows users to reflect Professional, Technical or IT certifications conferred. It will be the employee's responsibility to ensure that the date of receipt and expiration for such certifications is updated when needed. Like all other EP+ information, this information is self-assessed and its inclusion does not mean that the Department verifies or confirms its accuracy.

6. In light of the fact that we have made these major changes to EP+, we urge all employees with existing EP+ profiles to review those and bring them up to date. For any employee who has not yet created a profile, this is an ideal moment to do that now. EP+ is available on the Department Intranet site, via the FSBid/HROnline link found under Workplace Issues.

#### Internet Site for AEFMs -- the Ready Reserve

-----

7. I am pleased to announce that we have created a new "EP+" Internet Site for Appointment Eligible [US Citizen] Family Members (AEFMs) of State Department members of the Foreign Service. AEFMs, both overseas and in the U.S., will now be able to create Family Member Profiles (FMPs).

8. The Department needs to be able to draw on all its resources when faced with an extraordinary situation, including foreign and domestic crises. We relied on EP+, in identifying candidates to respond to the devastation wrought by both the December 2004 Tsunami and by Hurricane Katrina. Interested retirees and EFM's, in addition to active employees, are important parts of the Department's Ready Reserve. The new AEFM site, following the extension of EP+ to Department Retirees on RNet(as the Professional Profile), goes a long way to making the concept of the Department's Ready Reserve a reality.

9. I encourage all AEFMs to avail themselves of this important new opportunity and to create Family Member Profiles. I would like to underline that any service, in a Reserve capacity would, of course, be voluntary on your part. In a similar vein, the Department will base its decisions on Reserve use on Service need.

10. Completion of a Family Member Profile, therefore,

STATE 00018612 002.2 OF 002

does not obligate an AEFM to service in the Reserve, nor

does it guarantee an offer of employment from the Department. It is rather an expression of your interest in being considered for such work.

Family Member Profile -- Where and How?

-----  
11. AEFMs, who are at least 18 years old, of State Department FS members posted overseas or in the US can now access the new site at <https://hrnet.state.gov>.

12. We ask that all AEFMs who are direct hire Department employees (via Family Member or other appointments) should continue to create EP+ profiles via HROnline. This will ensure that your Employee Profile and EP+ profile information can be combined.

13. To logon successfully, you will need to use your own surname and Social Security Number. In the event that this information does not match the records in HR's Family Member System (FMS), or if that data is missing, you will receive an error notice asking the employee to contact his/her personnel technician in CDA's Assignment Division. Once CDA's records are updated the AEFM will then be able to logon and create a Family Member Profile.

14. AEFMs and employees should know that the program used to create the Family Member profile is exactly the same as EP+, including the new features noted above. All questions about the application itself, once logged on, should be directed to the Help function which is part of the Family Member Profile Site.

Comment

-----  
15. OPM conferred on the Department, as noted in the January edition of State magazine, the 2005 Presidential Quality Award for Innovative and Exemplary Practice for our work on EP+. The new AEFM site, and the improvements to the existing EP+ system, represents important additions that will enable the Department to better meet the challenges it faces in the future. End comment.

16. MINIMIZE CONSIDERED.

RICE

BT

#8612

NNNN

UNCLASSIFIED STATE 00018612